

**Classification:** Management Analyst, NH-0343-02  
**Employing Office Location:** Orlando, Florida  
**Duty Station:** Orlando, Florida

**Org Info:** Agency: Assistant Secretary of the Army (Acquisition, Logistics and Technology)  
ASA(ALT)  
1<sup>st</sup> Div: Program Executive Office, Simulation, Training and Instrumentation  
(PEOSTRI)  
2<sup>nd</sup> Div:  
3<sup>rd</sup> Div:  
4<sup>th</sup> Div:

**Supervisor's Certification:** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

**Immediate Supervisor:** Arlene Whisner  
**Title:** PM TRADE Business Manager

**Signature:** \_\_\_\_\_ **//S//** **Date:** \_\_\_\_\_ **4-1-05**

**Higher Supervisor or Manager:** William A. Rucker

**Title:** Deputy Project Manager Training Devices

**Signature:** \_\_\_\_\_ **//S//** **Date:** \_\_\_\_\_ **5 April 05**

**Classification/Job Grading Certification:** I certify that this position has been classified IAW Acquisition Workforce Personnel Demonstration Project broadbanding criteria.

**Classification Official:** James T. Blake

**Title:** Deputy Program Executive Officer, PEO STRI

**Signature:** \_\_\_\_\_ **//S//** **Date:** \_\_\_\_\_ **4/12/05**

**FLSA:** Exempt

**Drug Test:**

**Key Position:**

**Sensitivity:** NCS

**Reason for Submission:** New

**Previous PD Number:**

**Envir. Diff:**

**Acq Posn Category:** A

**Acq Career Level:** II

**Acq Special Asgmt:**

**Career Spec – Primary:**

**Cont Job Site:**

**Financial Disclosure:** [ ] Public Financial

[ ] Supervisor [ ] Manager

**BUS Code:** 7777 **CL:** 1101

**Emergency Ess:**

**OPM Functions Code:**

**Status:** Competitive

**Subject to IA:** Yes

**Mobilization:**

**Career Prg ID:**

**CAPL Number:**

**Acq Posn Type:**

**Acq Prog Ind:**

**Career Spec – Sec:**

**Mobility:**

[ ] Confidential Financial

[ X ] Neither

**Citation 1:** OPM PCS Mgt& Program Analysis Series, GS-343, Aug 90

**Citation 2:** AWF, PDP, BLD, Federal Register, Volume 64, Jan 99

**Acquisition Workforce Demo Project  
Position Requirements Document**

**I. Organization information:**

Position is located in a Project Management (PM) organization in the Program Executive Office, Simulation, Training and Instrumentation (PEO STRI).

**II. Position information:** Management Analyst, NH-0343-II.

**III. Duties:**

1. Performs management analysis surveys and studies of assigned programs with primary interest on the utilization of various types of personnel (contractor, government matrix and core, etc.), functional relationship, manpower cost, and workload factors so that the end result reflects optimum organizational structures, accurate functional and financial statements, and appropriate fulfilled requirements. Identifies problem areas, determines causes, and develops recommendations for solutions. Develops presentation formats, presents findings, conclusions, and recommendations to the appropriate managers. Maintains the PM TDA and staffing plan. Manages all personnel recruit actions for the PM organization. Works in conjunction with lead SETA coordinator to monitor the overall PM effort for SETA contractor support.

2. Provides assistance in the analysis of basic regulations, directives, and program guidance; interprets and disseminates required information to program elements. Maintains cognizance of and applies required management analysis regulations, policies, and directives. Guidelines are frequently general and their use requires exercising a minimum degree of judgment in selecting and applying guides, and in interpreting and resolving conflicts between existing guides.

3. Assists in the review, evaluation, and preparation of replies to reports of the Program Executive Office (PEO) which bear on manpower management. Provides manpower utilization data to DA Study Teams and other agencies as required.

4. Assists in the development of policies, procedures, and methods required for accomplishing the evaluation of assigned programs and organizational management. Monitors the implementation of related procedures by all Government

agencies and industry having an interest in or concern with the program. Evaluates the progress of programs in relation to the effective and timely execution of goals and objectives. Serves as the PM focal point for all PM metrics. This includes collecting information to generate metric reports on DAWIA certifications, IDP and CLP status, travel expense reports, overhead reports (both at the program and PM level), disbursement and obligation reports for each program, SETA contractor data, program spend plans, Materiel Release, Milestone Decisions, Information Assurance status, Value Engineering status and APB breaches.

5. Collects, reviews, and analyzes program and project schedules, managerial reports, financial reports, and other pertinent data received from Project Directors and support matrix personnel to determine program status. Identifies areas where the programs are not progressing or being accomplished as planned. Measures progress in relation to requirements, planned schedules and goals. Reviews the interrelated and dependent steps and processes then identifies the basis for impacts on the program and workforce. Keeps management informed of status of programs, trends, failure to meet objectives and potential problems. Management processes analyses cover cost management activities, matrix support, contractor support, contracting cost, etc. Has frequent contact with all entities involved in the studies/programs.

6. Investigates areas of concern; participates in meetings and makes contacts to obtain additional or clarifying data required to isolate problems. Analyzes problems and difficulties encountered in program development and provides guidance to other project management personnel, PEO STRI Directorates, other government agencies, and contractors to assist in initiating and expediting appropriate actions. Coordinates with agencies and contractors to assure that methods being employed for developing data required for evaluating project progress in terms of the overall plan and program objectives will provide meaningful data and that it can be furnished in a timely and efficient manner.

Performs other duties as assigned.

#### **IV. Factors:**

Factor: 1. - Problem Solving

Level II

Work is timely, efficient, and of acceptable quality.  
Completed work meets project/program objectives.  
Flexibility, adaptability, and decisiveness are exercised appropriately.

Plans and conducts administrative activities for projects.  
Develops, modifies, and/or applies rules, procedures, or operations to resolve problems of moderate complexity/difficulty. Independently plans and executes assignments; resolves problems and handles deviations. Identifies and adapts guidelines for new or unusual situations.

Factor: 2. - Teamwork/Cooperation                      Level II.

Work is timely, efficient, and of acceptable quality.  
Personal and organizational interactions exhibit and foster cooperation and teamwork. Flexibility, adaptability, and decisiveness are exercised appropriately. Works with others to accomplish tasks. Resolves administrative problems; facilitates cooperative interactions with others. Guides others and coordinates activities in support of team goals. Proactively functions as an integral part of the team.

Factor: 3. - Customer Relations                      Level II.

Work is timely, efficient, and of acceptable quality.  
Personal and organizational interactions enhance customer relations and actively promote rapport with customers. Flexibility, adaptability, and decisiveness are exercised appropriately.

Guides the administrative efforts of individuals or team members as they interact with customers. Independently interacts with customers to understand customer needs/expectations. Interacts independently with customers to communicate information and coordinate actions.

Factor: 4. - Leadership/Supervision                      Level II.

Work is timely, efficient, and of acceptable quality.  
Leadership and/or supervision effectively promote commitment to mission accomplishment. Flexibility, adaptability, and decisiveness are exercised appropriately.

Actively contributes as team member or leader; takes initiative to accomplish assigned projects. Guides others in accomplishing projects. Coordinates appropriately with others to complete tasks within established guidelines.

Identifies and pursues individual/team developmental opportunities.

Factor: 5. - Communication

Level II.

Work is timely, efficient, and of acceptable quality. Communications are clear, concise, and at appropriate level. Flexibility, adaptability, and decisiveness are exercised appropriately.

Interprets and communicates administrative procedures within immediate organization. Prepares, coordinates, and consolidates documents, reports, or briefings. Communicates/presents internal administrative/functional procedures and tasks internally and externally.

Factor: 6. - Resource Management

Level II.

Work is timely, efficient, and of acceptable quality. Resources are utilized effectively to accomplish mission. Flexibility, adaptability, and decisiveness are exercised appropriately.

Identifies and uses resources to accomplish projects. Plans resources to achieve project schedules. Effectively accomplishes projects within established resource guidelines.

#### **Security Clearance and Travel Requirements:**

Incumbent must be able to obtain and maintain a Secret security clearance.

May be required to travel within the U.S./overseas by commercial aircraft.

#### **Knowledge, Skills, and Abilities (KSAs) for Qualification Purposes**

Ability to maintain good working relations.

Ability to plan and execute complex multi-faceted projects

Ability to recognize and analyze problems, conduct research, summarize results, and make appropriate recommendations

Ability to perform assignments using automated systems and software

Ability to stratify resources against approved programs; to plan, present, and execute

budgets; to analyze budget impacts on programs; and to forecast long-term funding requirements

Ability to meet and deal with customers using a high degree of tact and diplomacy

Ability to research, analyze, interpret and apply rules, regulations, and procedures

Knowledge of PEO STRI programs, policies and products.

Ability to execute projects and/or studies within established financial and time constraints

Ability to develop and utilize appropriate data collection techniques

Ability to communicate orally and in writing

Ability to advise others

Knowledge of PEO STRI personnel recruit action processes, TDAs and staffing plans.